



EXECUTIVE DIRECTOR JOB ANNOUNCEMENT AND POSITION DESCRIPTION

JOB ANNOUNCEMENT

2/1/18

Tucson Audubon Society seeks an experienced, visionary leader to work with our Board, staff, members and investors to take our organization to its next level of programmatic and financial success. Tucson Audubon inspires people to enjoy and protect birds through recreation, education, conservation, and restoration of the environment. We work to connect the people of southeastern Arizona to their natural world through birds, and to foster the responsible and sustainable use of our natural resources.

Founded in 1949, Tucson Audubon is an independent 501(c)3 corporation that is affiliated with the National Audubon Society. We are southeastern Arizona's leading non-profit engaging people in the conservation of birds and their habitats, and one of the largest and most respected Audubon chapters in the U.S. We involve people through recreational birding, extend their horizons through educational activities, and engage them in conservation actions from planting trees and counting birds, to working with local, state, and national policy makers.

Tucson Audubon has a downtown headquarters, owns and operates the internationally known Paton Center for hummingbirds in Patagonia, AZ and the 20-acre Mason Center in northwest Tucson. Tucson Audubon operates two nature shops and is known for its publications, the quarterly *Vermilion Flycatcher*, bird checklists, and *Finding Birds in Southeast Arizona*, in book form and as a user-friendly app. Our major annual event is the highly successful Southeast Arizona Birding Festival.

Tucson Audubon is a Founding Member of the Coalition for Sonoran Desert Protection. We are a leader in land conservation science and implementation with our renowned Restoration and Important Bird Areas programs. Our organization and its members have been a major influence in: the creation and adoption of Pima County's national award-winning Sonoran Desert Conservation Plan and Multi-species Habitat Conservation Plan; the expansion of the Tucson Mountain Park, the Tortolita Mountain Park, and the Organ Pipe Cactus National Monument; and the establishment of the Empire Ranch, the Patagonia-Sonoita Creek Preserve, the San Pedro Riparian National Conservation Area, the Las Cienegas National Conservation Area and the Ironwood National Monument.

We are a leader in environmental education with our Christmas Bird Count for Children, monthly youth birding and nature outing program, weekly visits to area schools, an active Habitat at Home program, as well as scouting programs and adult workshops.

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Tucson Audubon is located in beautiful southeastern Arizona on the U.S.-Mexico border, a region that is unsurpassed in biodiversity, North American birdwatching, and a broad environmental conservation community. Tucson, honored by UNESCO as the first U.S. City of Gastronomy for its diversity of food growers, farmers' markets and restaurants, is considered among the top ten most desirable U.S. cities in which to live thanks to the uniqueness of the Sonoran Desert, lower cost of living, cultural diversity, vibrant downtown and area-wide music and arts scene, world-class University of Arizona, and of course, the beautiful weather.

A successful candidate will have a proven track record of managing a substantial non-profit organization and leading it to its next level of achievement.

Application review begins 3/1/18 and will remain open until filled. Tucson Audubon offers a competitive salary and benefits package. We are an equal opportunity employer.

Please see our website for further information: www.tucsonaudubon.org.

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REPORTS TO: Board of Directors

REPORTING TO THIS POSITION: Director of Conservation and Research, Finance Director, Engagement Director, Resource Development Director

SUMMARY

The Executive Director serves as chief executive of Tucson Audubon Society (TAS) and, in partnership with the Board, is responsible for its success. Together, the Board and Executive Director assure Tucson Audubon Society's relevance to the community, the accomplishment of the mission and vision, and accountability to its members and donors.

The Board delegates responsibility for management and day-to-day operations to the Executive Director, who has the authority to carry out these responsibilities in accordance with the direction and policies established by the Board. The Executive Director will exercise broad leadership and management responsibility in developing regional conservation policy, initiatives, and public programming. The Executive Director is responsible for administrative oversight of the organization to ensure consistent achievement of its mission and financial objectives, while providing direction and enabling to the Board as it carries out its governance functions.

Duties and responsibilities include administration and management, policy development, fund raising, strategic planning, public relations, membership growth, financial health, and cultivating new and existing funding and program opportunities.

ACCOUNTABILITIES

▶ Mission, policy and planning

- Displays strong commitment to the conservation mission and programs of Tucson Audubon Society.
- Helps the Board and staff determine and align to the values, mission, vision, and short- and long-term goals of the organization.
- Helps the Board monitor and evaluate TAS' relevancy to the community, its effectiveness, and its results.
- Keeps the Board fully informed on the financial and overall condition of TAS and on all the important factors influencing it.
- Identifies problems and opportunities and addresses them; brings them to the Board and/or its committees as appropriate; and, facilitates discussion and deliberation.

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- Informs the Board and its committees about trends, issues, problems and activities in order to facilitate policy-making. Recommends policy positions.
 - Keeps informed of developments in human services, not-for-profit management and governance, philanthropy and fund development.
 - Ensures that Tucson Audubon’s programs and policy positions are science based, and works closely with scientific and resource managers in government agencies, academic institutions and the private sector.
- ▶ **Management and administration**
- Builds and works in collaboration with a strong strategic leadership team.
 - Provides general oversight of all activities, manages the day-to-day operations, and assures a smoothly functioning, efficient organization.
 - Assures program quality and organizational stability through development and implementation of standards and controls, systems and procedures, and regular evaluation.
 - Assures a collaborative work environment that recruits, retains and supports quality staff and volunteers.
 - Assures process for selecting, development, motivating, and evaluating staff and volunteers.
 - Manages staff to promote their professional growth while also maximizing their collective effectiveness as a team.
 - Recommends staffing and financing to the Board of Directors. In accordance with Board action, recruits personnel, negotiates professional contracts, and sees that appropriate salary structures are developed and maintained.
 - Specifies accountabilities for management personnel and evaluates performance regularly.
 - Ensures that all lands and facilities are appropriately inspected and maintained to provide for the safety and security of staff, volunteers, and the general public.
 - Assures the filing of all legal and regulatory documents and monitors compliance with relevant laws and regulations.
- ▶ **Governance**
- Helps the Board articulate its own role and accountabilities and those of its committees and individual members, and helps evaluate performance regularly.
 - Works with the Board President to enable the Board to fulfill its governance functions and facilitates optimum performance by the Board, its committees and individual Board members.
 - With the Board President, focuses Board attention on long-range strategic issues.

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- Manages the Board’s due diligence process to assure timely attention to core issues.
 - Works with the Board officers and committee chairs to get the best thinking and involvement of each Board member and to inspire each Board member to give his or her best.
 - Recommends volunteers to participate in the Board and its committees.
- ▶ **Financial oversight**
- The Executive Director is responsible for developing and maintaining sound financial practices and overseeing the work of the Finance Director.
 - Promotes programs and services that are produced in a cost-effective manner, employing economy while maintaining an acceptable level of quality.
 - Oversees the fiscal activities of the organization including budgeting, reporting and audit.
 - Regularly submits to the Board accurate financial statements that reflect the financial condition of the organization.
 - Works with the staff and Board to set budgets and ensure financing to support short- and long-term goals.
- ▶ **Fund Development**
- Leads an effective fund development program through personal efforts and by engaging a strong membership and development team including the Development Director and staff.
 - Helps guide and enable the Board and its individual Board members to participate actively in the fund development process.
 - Helps the Development Director and Board design, implement and monitor a viable fundraising plan, policies and procedures.
 - Participates actively in identifying, cultivating and soliciting donor prospects.
 - Assures the availability of materials to support solicitation.
 - Assures the development and operation of gift management systems and reports for quality decision-making.
- ▶ **Community relations**
- Facilitates the integration of TAS into the fabric of the community by using effective marketing and communications activities.
 - Acts as an advocate, within the public and private sectors, for issues relevant to TAS, its mission and members.
 - Listens to members, volunteers, donors and the community in order to improve services and generate community involvement.
 - Assures community awareness of TAS’ response to community needs.

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- Serves as chief spokesperson, assuring proper representation of TAS to the local, regional and national community.
- Initiates, develops, and maintains cooperative relationships with members, donors, volunteers, collaborative partners and the general public.
- Works with legislators, regulatory agencies, volunteers and representatives of the not-for-profit sector to promote legislative and regulatory policies that encourage a healthy community and address the issues of TAS constituencies.

DESIRABLE QUALITIES

- ▶ Insightful, visionary leader with commitment, experience, and passion for birds, conservation, environmental science and/or related issues.
- ▶ Executive manager with the ability and character to handle the pressure and responsibility of answering to multiple constituencies, including a Board of Directors, passionate membership, donors, and funders.
- ▶ Experienced, successful, proven nonprofit leader, spokesperson and fundraiser.
- ▶ Relationship-builder with the personality, character and integrity required to build trust, establish credibility, and motivate staff, Board members, donors, members, and volunteers.
- ▶ Accomplished networker who knows how to build a community of supporters and collaborative partners working together to meet the mission.
- ▶ Business savvy manager with strong commitment to results.
- ▶ Has a solid understanding of financial planning, risks, reserves, and use of funds.

QUALIFICATIONS

- ▶ Proven integrity and leadership.
- ▶ Bachelor's Degree in conservation or environmental sciences or equivalent experience in a related field.
- ▶ Three or more years' experience in a senior management position at a nonprofit organization.
- ▶ Knowledge and/or experience in the following areas: fundraising, finance, human resources, oral and written communications, public relations, program planning and evaluation, and governance.

CONTACT by email only. NO PHONE CALLS please.

Submit resume to: edsearch@tucsonaudubon.org

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